Eligibility Overview (E500)

Express Mail is a guaranteed expedited postal service for shipping any mailable matter. It offers next day delivery by 12 noon to most destinations. Express Mail is delivered 365 days a year with no extra charge for Saturday, Sunday, or holiday delivery. Mailers may call 1-800-222-1811 for delivery information between specific ZIP Codes. For mailers' convenience, Express Mail envelopes and boxes are available, at no additional cost, from local post offices. Customized preprinted labels are also available by contacting a USPS postal business center. All packages must use an Express Mail label. Express Mail International Service is available between the United States and more than 200 foreign countries.

Options:

- Express Mail Next Day/Second Day Services provide guaranteed overnight/second day service to designated delivery areas and post offices (E500.5, E500.6).
- Express Mail Same Day Airport Service is available between designated USPS airport mail facilities (AMFs) (E500.3). Items must be mailed and picked up by the addressees at designated AMFs (D500.2). (This service is currently suspended.)
- Express Mail Custom Designed Service is available between locations in the United States on a scheduled basis under a service agreement (E500.1, D500.2).
- Express Mail Military Service is available between the United States and designated APOs and FPOs. Shipments are delivered in 2 to 3 days to more than 300 locations in Europe, Asia, and Panama (E500.7).

Rates and Fees (R500)

Express Mail rates are the lowest published rates for next morning delivery: \$10.75 for an 8-ounce letter. Rates are based on the weight of the addressed piece and level of service, without regard to zone. A special flat rate is available, subject to the 2-pound rate if mailed in the special flat rate envelope provided by the USPS (E500.1).

Addressing (A010)

Each piece should include a complete delivery address with correct ZIP Code or ZIP+4 code.

Characteristics and Content (C500)

Maximum weight: 70 pounds. Maximum length and girth combined: 108 inches. Weight and size limitations vary for international service (see the *International Mail Manual* or your local postmaster for more information).

Deposit, Collection, and Delivery (D500)

Pickup service (D010): Express Mail at \$4.95 per stop (regardless of the number of pieces); service and information available by calling 1-800-222-1811. Only one fee for Express Mail, Priority Mail, or Parcel Post picked up at same time.

Deposit: Express Mail Next Day and Second Day items may be mailed at post offices, stations, branches; dropped into Express Mail collection boxes; handed to carriers; or picked up by the USPS. Acceptance and collection information may be obtained by calling 1-800-222-1811 or contacting your local postmaster (D500.2).

Waiver of signature: mailers may instruct the USPS to deliver Express Mail packages without obtaining the addressee's signature by signing the waiver on the Express Mail label. Waiver of signature is not available for COD, Express Mail Military Service (M500.3), or if additional insurance is purchased (S500).

Mail Preparation and Sortation

Drop shipment: applicable standards (M072).

Postage and Payment Methods (P500)

Express Mail may be paid by stamps, postage meter, or Express Mail Corporate Account.

Special Services (S500)

COD service is available for all Express Mail options except Express Mail Military Service (S921.1). Return receipt service is available (S915). Insurance is included at no extra cost up to \$500 against loss, damage, or rifling (S500.1.5). Additional merchandise insurance may be available, up to \$5,000 depending on the value and nature of the item. Claims must be filed within 90 days of the date of mailing (S010). See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Quick Service Guide

| Rates | | | | | | | | | |
|------------------------------|---------------------|--------------------|--------------------------------------|--|------------------------------|---------------------|--------------------|--------------------------------------|--|
| Weight Not Over (Lbs.) | Same Day Airport | Custom Designed | Next Day & Second Day PO to PO | Next Day & Second Day PO to Addressee | Weight Not Over (Lbs.) | Same Day Airport | Custom Designed | Next Day & Second Day PO to PO | Next Day & Second Day PO to Addressee |
| 1/2 | \$9.00 | \$9.45 | \$10.25 | \$10.75 | | | | | |
| 1 | 10.50 | 14.00 | 12.05 | 15.00 | 36 | \$47.20 | \$57.55 | \$55.60 | \$58.65 |
| 2 | 10.50 | 14.00 | 12.05 | 15.00 | 37 | 48.10 | 58.65 | 56.70 | 59.70 |
| 3 | 11.95 | 16.15 | 14.20 | 17.25 | 38 | 49.10 | 59.80 | 57.85 | 60.85 |
| 4 | 13.05 | 18.30 | 16.35 | 19.40 | 39 | 50.00 | 60.85 | 58.90 | 61.95 |
| 5 | 14.15 | 20.45 | 18.50 | 21.55 | 40 | 50.90 | 62.00 | 60.05 | 63.05 |
| 6 | 15.30 | 24.30 | 22.35 | 25.40 | 41 | 51.90 | 63.05 | 61.15 | 64.15 |
| 7 | 16.40 | 25.40 | 23.45 | 26.45 | 42 | 52.80 | 64.20 | 62.25 | 65.30 |
| 8 | 17.55 | 26.50 | 24.55 | 27.60 | 43 | 53.75 | 65.35 | 63.40 | 66.40 |
| 9 | 18.70 | 27.60 | 25.65 | 28.65 | 44 | 54.70 | 66.40 | 64.50 | 67.50 |
| 10 | 19.75 | 28.75 | 26.80 | 29.80 | 45 | 55.60 | 67.55 | 65.60 | 68.65 |
| 11 | 20.90 | 29.80 | 27.85 | 30.90 | 46 | 56.55 | 68.65 | 66.70 | 69.70 |
| 12 | 22.05 | 30.95 | 29.00 | 32.00 | 47 | 57.50 | 69.75 | 67.80 | 70.85 |
| 13 | 23.15 | 32.00 | 30.10 | 33.10 | 48 | 58.45 | 70.85 | 68.90 | 71.95 |
| 14 | 24.30 | 33.15 | 31.20 | 34.25 | 49 | 59.35 | 72.00 | 70.05 | 73.05 |
| 15 | 25.40 | 34.25 | 32.30 | 35.30 | 50 | 60.30 | 73.05 | 71.10 | 74.15 |
| 16 | 26.50 | 35.35 | 33.45 | 36.45 | 51 | 61.25 | 74.20 | 72.25 | 75.30 |
| 17 | 27.65 | 36.50 | 34.55 | 37.60 | 52 | 62.15 | 75.30 | 73.35 | 76.35 |
| 18 | 28.80 | 37.60 | 35.65 | 38.65 | 53 | 63.15 | 76.40 | 74.45 | 77.50 |
| 19 | 29.90 | 38.70 | 36.75 | 39.80 | 54 | 64.05 | 77.55 | 75.60 | 78.60 |
| 20 | 31.00 | 39.80 | 37.85 | 40.90 | 55 | 65.00 | 78.60 | 76.70 | 79.70 |
| 21 | 32.15 | 40.95 | 39.00 | 42.00 | 56 | 65.95 | 79.75 | 77.80 | 80.85 |
| 22 | 33.25 | 42.00 | 40.05 | 43.10 | 57 | 66.85 | 80.85 | 78.90 | 81.90 |
| 23 | 34.40 | 43.15 | 41.20 | 44.25 | 58 | 67.80 | 81.95 | 80.05 | 83.05 |
| 24 | 35.55 | 44.25 | 42.30 | 45.30 | 59 | 68.75 | 83.15 | 81.20 | 84.25 |
| 25 | 36.60 | 45.35 | 43.40 | 46.45 | 60 | 69.65 | 84.45 | 82.50 | 85.55 |
| 26 | 37.75 | 46.45 | 44.50 | 47.50 | 61 | 70.65 | 85.85 | 83.90 | 86.95 |
| 27 | 38.75 | 47.55 | 45.65 | 48.65 | 62 | 71.55 | 87.15 | 85.20 | 88.25 |
| 28 | 39.70 | 48.65 | 46.70 | 49.75 | 63 | 72.45 | 88.45 | 86.50 | 89.55 |
| 29 | 40.65 | 49.80 | 47.85 | 50.85 | 64 | 73.45 | 89.85 | 87.90 | 90.95 |
| 30 | 41.60 | 50.90 | 49.00 | 52.00 | 65 | 74.35 | 91.15 | 89.20 | 92.25 |
| 31 | 42.50 | 52.00 | 50.05 | 53.10 | 66 | 75.30 | 92.55 | 90.60 | 93.65 |
| 32 | 43.45 | 53.15 | 51.20 | 54.20 | 67 | 76.25 | 93.85 | 91.90 | 94.95 |
| 33 | 44.40 | 54.20 | 52.25 | 55.30 | 68 | 77.15 | 95.25 | 93.30 | 96.35 |
| 34 | 45.30 | 55.35 | 53.40 | 56.45 | 69 | 78.10 | 96.55 | 94.60 | 97.65 |
| 35 | 46.30 | 56.45 | 54.50 | 57.50 | 70 | 79.05 | 97.85 | 95.90 | 98.95 |

Airport Mail Facilities Providing Express Mail Same Day Airport Service

Albany NY Albuquerque NM Anchorage AK Atlanta GA Baltimore MD Birmingham AL Boise ID Boston MA **Buffalo NY** Charlotte NC Chicago IL Cincinnati OH Cleveland OH Columbia SC Columbus OH Dallas/Fort Worth TX Dayton OH Denver CO

Des Moines IA

Fairbanks AK

Grand Rapids MI

Detroit MI

Greensboro NC Greenville/Spartanburg SC Hartford CT Honolulu HI Houston TX Indianapolis IN Jacksonville FL Kansas City MO Las Vegas NV Little Rock AR Los Angeles CA Louisville KY Memphis TN Miami FL Milwaukee WI Minneapolis/St. Paul MN Nashville TN New Orleans LA New York NY/JFK Airport

New York NY/La Guardia Airport

Newark NJ

Norfolk VA

Omaha NE Orlando FL Philadelphia PA Pittsburgh PA Phoenix AZ Portland OR Richmond VA Sacramento CA Salt Lake City UT San Antonio TX San Diego CA San Francisco CA San Juan PR Seattle WA Spokane WA St. Louis MO Tampa FL Tulsa OK

Oklahoma City OK

Washington DC/Dulles Airport Washington DC/National Airport Wichita KS